



MONTANA
SCHOOL *for the*
Deaf & Blind

giving kids the building blocks to independence

3911 CENTRAL AVENUE
Great Falls, Montana 59405
406.771.6000 V/TTY
406.771.6164 FAX
www.msdb.mt.gov

DEPARTMENT: Montana School for the Deaf and the Blind

DIVISION: Residential

JOB TITLE: Lead Cottage Life Attendant - Girls

STARTING SALARY: \$10.664 per hour

BENEFITS: Full Insurance Package

START DATE: August 16, 2010

LOCATION OF JOB: Montana School for the Deaf and the Blind

SUPPLEMENT REQUIRED: No

STATUS: Full Time Permanent

PAY BAND: 3

POSITION NUMBER: 51303222

BARGAINING UNIT: UFCW #8

CLOSING DATE: Open until filled

TYPICAL DUTIES: Serves as lead worker by coordinating duties of Cottage Life Attendants (CLA) monitoring staff to ensure they perform assigned duties. Works under the direct supervision of supervising counselor. Cares for, counsels and instructs deaf and blind children in a group-living environment. Instructs students in daily living skills, personal care and safety procedures. Provides assistance and instruction in supervision of play and recreational activities on and off-campus. Reviews policies and procedures with CLA to ensure their compliance. Conducts and participates in departmental and staff meetings. Mediate issues between students, offering acceptable solutions, demonstrating mature, effective and respectful guidance to reach resolutions. Completes reporting procedures as required. Orders housekeeping, office and general supplies as needed. Plans breakfast menus according to USDA requirements. Carries out other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of working with youth in a residential setting, knowledge of proper personal hygiene and other self help skills. An understanding of the behavior, personality and growth of children of all ages. An understanding of the communication, social, and emotional needs of hearing impaired and visually impaired youth. Proficiency in American Sign Language or manual communication is desired, but not required at entry level; this skill must be acquired by the end of the probationary period. Must be able to prepare and maintain clear and concise records and reports, follow instructions, act as a role model for students, enforce rules and program policies with fairness and consistency, and establish and maintain effective working relationships with parents, supervisors, cottage and school staff.

QUALIFICATIONS, EDUCATION AND EXPERIENCE: A high school diploma or general equivalency diploma is required. Three years continuous employment with an agency serving children or adults with disabilities such as a day care, educational facility or residential program is desired. Red Cross, CPR, and other related training is highly desirable. During the probationary period, Cottage Life Attendant I must successfully complete Advanced Training Course for Residential Child Care Workers course to advance to CLA II. This program has been developed by the National Resource Center for Youth Services at the University of Oklahoma and is conducted

by the staff at the Montana School for the Deaf and the Blind. Other combinations of education and experience which could provide these knowledge, skills, and abilities will be evaluated on an individual basis.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with hands and arms, stoop, kneel, or run. The employee is regularly required to use sign language to communicate with students and staff and occasionally required to utilize word processing equipment both of which result in the repetitive motion of hands and arms. The employee must occasionally lift and/or move up to 50 pounds. The work environment consists of an 18 acre campus with 4 buildings housing the education program and 3 buildings housing the residential program. This position requires frequent and independent travel between all buildings.

The physical demands and work environment characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACCOMMODATIONS: The State of Montana and the Montana School for the Deaf and the Blind makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process. For the school to consider any such accommodations, the applicant must notify the school in writing of any needed accommodation by the application deadline.

EMPLOYMENT PREFERENCE - The Veterans Public Employment Preference Act and the Persons with Disabilities Public Employment Preference Act provide preference in public employment for certain military veterans and people with disabilities or their eligible relatives. An applicant claiming employment preference must complete an Employment Preference Form, PD-25A, available through your local Montana Job Service Workforce Center or the State of Montana Employment Information Website at: <http://mt.gov/stateiobs/stateiobs.asp> . You must also provide the appropriate documentation of eligibility with the application. The required documentation may include a DD~214; a document issued by the Office of the Adjutant General of the Montana National Guard certifying service; or a PHHS Certifications of Disability form. Contact your local Montana Vocational Rehabilitation Services Office, Department of Public Health and Human Services for details on obtaining persons with disabilities preference certification. For more information, contact your local Job Service Workforce Center.

ADDITIONAL REQUIREMENTS: MSDB is a non-smoking environment extending to the entire campus: there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist for hire shall submit to a finger-print based national criminal history background check conducted by the FBI prior to recommendation for hire. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

MONTANA COMPLIANCE WITH MILITARY SELECTIVE SERVICE ACT — In accordance with the Montana Compliance with Military Selective Service Act, men selected for state government employment must produce documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a man was not required to register, or information showing by a preponderance of evidence that a mans failure to register with Selective Service was not done knowingly or willfully.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport or a green card.

APPLICATION AND SELECTION PROCESS: Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, application supplement, interview, and reference checks. **Late, incomplete or unsigned applications will be rejected.**

Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, revised 04/09). Portions of the application may be photocopied if legible.
2. References from previous employers.
3. Applicants claiming the Handicapped Person's Employment Preference must provide verification of eligibility with the application materials by the closing date. The required documentation includes a completed Department of Public Health and Human Services (DPHHS) Certification of Disability form.
4. Signed and dated Applicant Release of Information form.

INQUIRIES AND REQUEST FOR APPLICATION: Any Montana Job Service, locally 1018 7th Street South, Great Falls, Montana, 406-791-5800 or the Montana School for the Deaf and the Blind, 3911 Central Avenue, Great Falls, Montana, 406-771-6000.

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Affirmative Action Officer, Montana School for the Deaf and Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000